

Matt Blunt
Governor



Michael N. Keathley
Commissioner

State of Missouri
OFFICE OF ADMINISTRATION
Division of Purchasing and Materials Management
301 West High Street, Room 630
Post Office Box 809
Jefferson City, Missouri 65102
(573) 751-2387 FAX: (573) 526-9815
TTD: 800-735-2966 Voice: 800-735-2466
<http://www.oa.mo.gov/purch>

James Miluski
Director

MEMORANDUM

TO: State Agencies

FROM: OA/Division of Purchasing and Materials Management

DATE: December 7, 2006

RE: New Mobius Report – Vendor Payment Hold Indicator Changes (OFN318R1)

A new Mobius report - Vendor Payment Hold Indicator Changes (OFN318R1) is available on a daily basis that will provide a listing of the vendors whose payment hold indicator was changed on VEN2 the previous day by OA/Accounting. The payment hold indicator located on the Payment Information tab is either set at Processes as Normal, Allows Processing, or Stops Processing. The report provides the vendor number, vendor name, a listing of open/active price agreements and purchase orders, the old payment hold indicator, and the new payment hold indicator. The report's retention period is 30 days.

If a vendor's new payment hold indicator is listed as "**Allows Processing**", documentation on why the vendor was placed on "Allows Processing" should appear on the vendor's VTX record. The documentation may indicate that the issue may be resolved by contacting the vendor to obtain the information required to update the SAM II Financial Vendor File. If the documentation indicates that this is a permanent situation, the vendor's VEN2 record may indicate that a different vendor number should be used in the Contact field.

While the vendor number is set on "Allows Processing", no new purchase orders can be processed using the vendor number listed and no existing open purchase orders can be increased through a modification. Existing open purchase orders can be decreased through a modification or cancelled. Payments can be processed against existing open purchase orders. If your agency established any price agreements with the vendor number listed, you may need to modify the price agreement to add a new commodity line(s) with a new vendor number to process new purchase orders. The commodity line(s) containing the vendor number listed on the report should be retained on the price agreement until all existing purchase orders with that vendor number have been closed. (Price agreements established by OA/Division of Purchasing and Materials Management (DPMM) will be modified accordingly by the DPMM buyer.)

If a vendor's new payment hold indicator is listed as "**Stops Processing**", documentation on why the vendor was placed on "Stops Processing" should appear on the vendor's VTX record. The documentation may indicate that the issue may be resolved by contacting the vendor to obtain the information required to update the SAM II Financial Vendor File. If the documentation indicates that this is a permanent situation, the vendor's VEN2 record may indicate that a different vendor number should be used in the Contact field.

While the vendor number is set on "Stops Processing", no new purchase orders can be processed using the vendor number listed and no existing open purchase orders can be modified or cancelled. Payments

cannot be processed against existing open purchase orders. If your agency established any price agreements with the vendor number listed, you may need to modify the price agreement to add a new commodity line(s) with a new vendor number to process new purchase orders. The commodity line(s) containing the vendor number listed on the report should be retained on the price agreement until all existing purchase orders with that vendor number have been closed. (Price agreements established by OA/Division of Purchasing and Materials Management (DPMM) will be modified accordingly by the DPMM buyer.) If you have an existing open purchase order tied to the vendor number listed and you need to modify or cancel the purchase order or process a payment against the purchase order, your Agency Customer Service Coordinator (ACSC) should contact the Division of Accounting's ACSC desk at 522-6000 or OASAMIIACCOUNTING@oa.mo.gov.

If you have questions on how to modify or cancel a purchase order or how to modify a price agreement, please contact Pat Bacon in OA/Division of Purchasing and Materials Management at 573-751-1108 or patricia.bacon@oa.mo.gov.

If a vendor's new payment hold indicator is listed as "**Processes as Normal**", new purchase orders can be processed using the vendor number listed, existing open purchase orders can be modified and cancelled, and payments can be processed.